

Chapter 2

Building Non-Appropriated Fund Applicants

Chapter Overview

Introduction

To process an appointment action in the modern DCPDS, you must first enter the person as an applicant. You can do this one of two ways:

1. If Resumix is used for the recruitment and selection process, information about the applicant will automatically flow from Resumix.
2. If Resumix is not used, you enter the applicant data through the process explained below (referred to as “building” an applicant.) This is how you start building a person’s record in the modern DCPDS.

See Also



Module 1, Fundamentals of the Modern DCPDS

Chapter 4, Updating and Correcting DateTracked Information

Module 4, Staffing Using the Modern DCPDS

Chapter 1, Building an Applicant

Chapter 3, Overview of Resumix Functionality

Chapter Contents

Topic	Page
Before You Begin	2
Building NAF Applicants	3
Building a NAF Applicant	3
Accepting a NAF Applicant	6
Mass Updating Applicants	10
Deleting or Purging a NAF Applicant	12

Continued on next page

Chapter Overview, Continued

Before You Begin

The application requires a two-day interim period between the date an applicant is entered and the date the person can be assigned to a position:

- Day 1: Build applicant (enter applicant data).
- Day 2: Change the applicant's status to "Accepted."
- Day 3: Appoint the applicant.

◆**Example:** To appoint an applicant to a position effective August 19, a prior date of at least two days must be used for entering the applicant (e.g., 17 August or earlier).

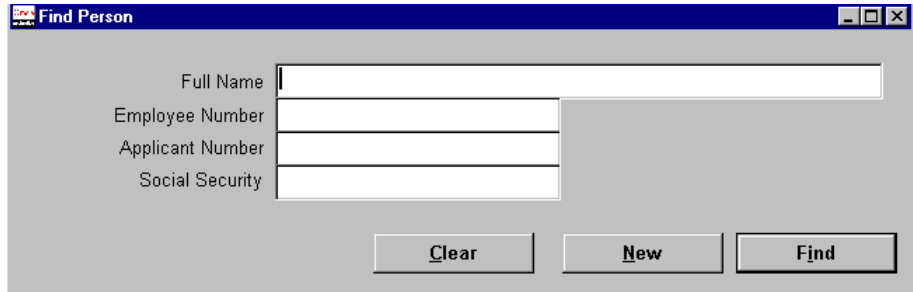
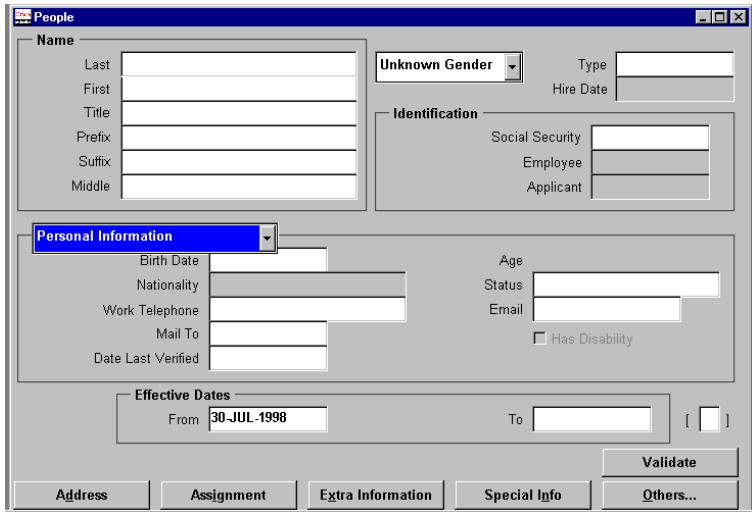
How to work around: Use the DateTrack feature to work around this business rule, to input and appoint the applicant on the same workday. Using DateTrack you:

- Alter the effective date back at least two days to "enter" or build the applicant.
 - Alter the effective date again to at least one day forward from the date used to enter the applicant, and at least one day before the appointment date; then, change the applicant's status to "Accepted."
 - Reset the effective date to the current date to "appoint" the applicant.
-

Building NAF Applicants

Building a NAF Applicant



The following procedures describe how to build a NAF Applicant. Only the required data fields are described.

Step	Action
1	<p>On the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open>. The Find Person Window displays.</p>  <p style="text-align: center;">↑</p>
2	<p>Click <New>. The People Window displays.</p> 

Continued on next page

Building NAF Applicants, Continued

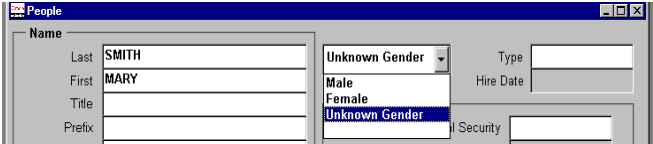
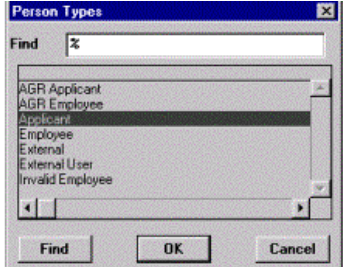
Building a NAF Applicant (continued)

Step	Action						
3	<p>If you plan to appoint the applicant within the next two days, you need to alter the effective date in the database to meet the business rules described in the introduction. To do this:</p> <ul style="list-style-type: none"> Click Alter Effective Date  on the Toolbar. Alter the effective date so that it is at least two days prior to the date you wish to appoint the applicant. There are two ways to alter the effective date; you can either: <ul style="list-style-type: none"> Type over the highlighted data in the Effective Date data field (which displays the current date). Use the format: DD-MMM-YYYY. Then click <OK>. Or Click in the Effective Date data field and enter a date or click the LOV to display the calendar. Select a date, and then click <OK>. <p>The altered effective date displays on the Title Bar of the People Window.</p>						
4	<p>Your cursor will be in the LAST data field of the NAME Region. Enter the applicant data, as described below.</p> <p> Caution: Press [Tab] each time you want to navigate to the next data field. Do not use [Enter].</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Last</td><td> <ul style="list-style-type: none"> Type in the last name of the applicant. The application accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS will be in mixed case. Press [Tab]. </td></tr> <tr> <td>First</td><td> <ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] several times until your cursor is in the Middle data field. </td></tr> </tbody> </table>	Data Field	Action	Last	<ul style="list-style-type: none"> Type in the last name of the applicant. The application accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS will be in mixed case. Press [Tab]. 	First	<ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] several times until your cursor is in the Middle data field.
Data Field	Action						
Last	<ul style="list-style-type: none"> Type in the last name of the applicant. The application accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS will be in mixed case. Press [Tab]. 						
First	<ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] several times until your cursor is in the Middle data field. 						

Continued on next page

Building NAF Applicants, Continued


Building a NAF Applicant (continued)

Step	Action	
4 (cont)	Data Field	Action
	Middle	<ul style="list-style-type: none"> Type in a middle name or initial. Press [Tab].
	Unknown Gender	<ul style="list-style-type: none"> Click the “M” key for <i>Male</i> or “F” for <i>Female</i>.  <p>Press [Tab] or click in the <i>Type</i> data field.</p>
	Type	<ul style="list-style-type: none"> Click the “A” key and Applicant populates. <i>Or</i> Click the LOV or click [F9]. <ul style="list-style-type: none"> Select the Applicant from the LOV. Click <OK>. 
	Social Security Number	<ul style="list-style-type: none"> Type in the applicant’s SSN. <ul style="list-style-type: none"> Use format NNN-NN-NNN (you must type in the dashes). Press [Tab]. Follow Component guidance for building pseudo SSNs for employees on more than one appointment.
	Birth Date	<ul style="list-style-type: none"> Type in the applicant’s birth date, using the format: DD-MMM-YYYY. Press [Tab].

Continued on next page


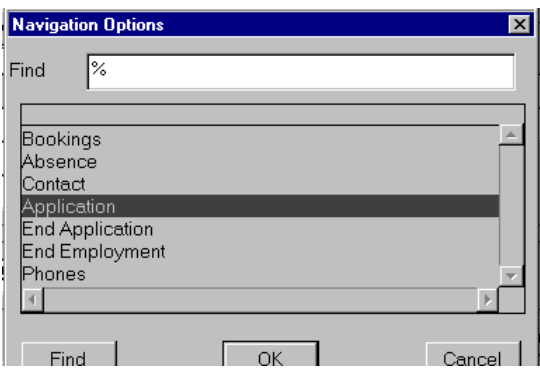
Building NAF Applicants, Continued

Building a NAF Applicant (continued)

Step	Action
5	<p>Save your action.</p> <p>The Message Line at the bottom of the window indicates <i>“Working...”</i> followed by <i>“Transaction complete: 1 Records applied and saved.”</i></p> <p> Note: The application calculates the applicant’s age and populates an Applicant Number in the <i>Applicant</i> data field.</p>

Accepting a NAF Applicant

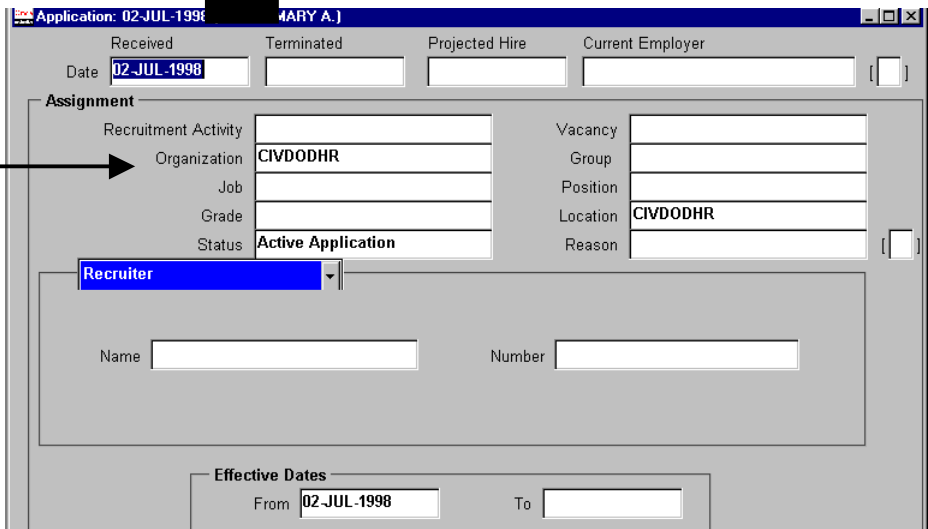
You are now ready to “Accept” the applicant.

Step	Action
1	<p>On the People Window, click the Alter Effective Date  Button on the Toolbar, and change the effective date to one day after the date you input the applicant data.</p> <p>Click <OK>.</p>
2	Click <Others> .
3	<p>The Navigations Options Window displays. Click “Application” on the LOV and click <OK>.</p> 

Continued on next page

Building NAF Applicants, Continued

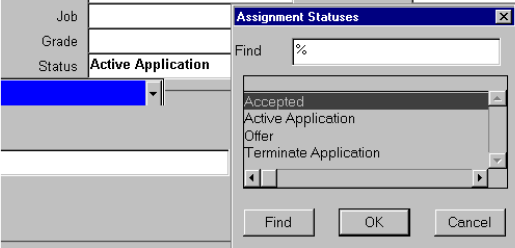
Accepting a NAF Applicant (continued)

Step	Action
4	<p>The Application Window displays with the applicant's name in the Title Bar.</p>  <p>Note:</p> <ul style="list-style-type: none"> • The Received Date data field populates. • In the Assignment Region, override the Organization data field with the employee's correct organization. This allows you to see the applicant after Security List Maintenance runs. Otherwise, you need to appoint the applicant immediately before it is run.

Continued on next page

Building NAF Applicants, Continued

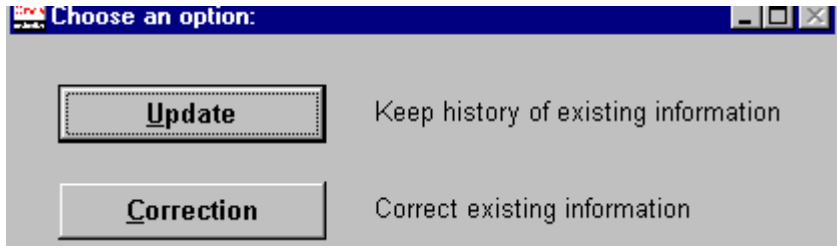

Accepting a NAF Applicant (continued)

Step	Action
5	<p>Also, in the Assignment Region of the Application Window, click in the Status data field (it will display “Active Application” as the status).</p> <ul style="list-style-type: none"> Click the LOV on the Toolbar. Highlight “Accepted” on the LOV. Click <OK>. <p style="text-align: center;">List of Values for <i>Status</i> data field ↓</p>  <p>The Status data field now displays “Accepted” and the Option Window displays, asking you to select <Update> to keep the history of existing information or <Correction> to correct all existing information.</p>

Continued on next page

Building NAF Applicants, Continued

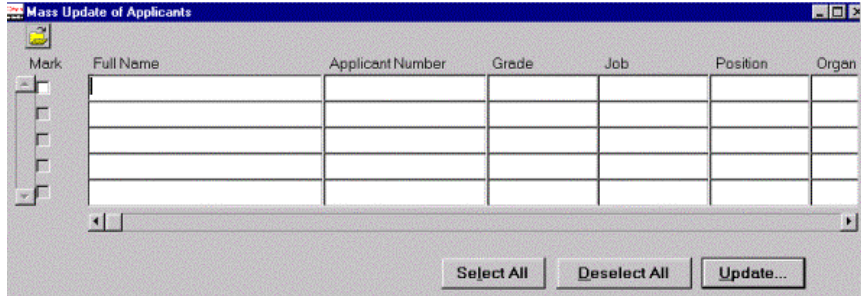

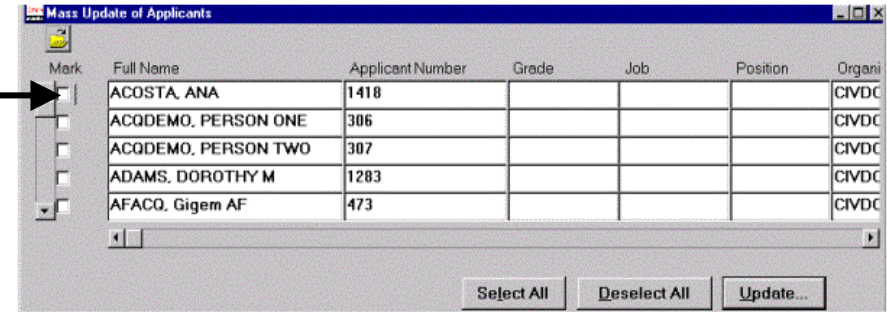
Accepting a NAF Applicant (continued)

Step	Action
6	<p>Click <Update>.</p> 
7	<p>Click Save. The From date in the Effective Dates Region at the bottom of the window changes (from the date used to enter the applicant to the date currently used to accept the applicant).</p> <p>Exit the windows until the People Window displays and reset the effective date.</p>
8	<p>The applicant is ready to be assigned to a position using the RPA.</p> <ul style="list-style-type: none"> Click the Alter Effective Date  Button on the Toolbar. Click <RESET>. This sets the effective date to the current date, so the applicant is ready to be assigned. Click <OK>.
9	Close the window and process the appointment action.

Mass Updating NAF Applicants

Introduction This section describes the steps for updating the status from “Applicant” to “Accepted” for more than one NAF applicant.

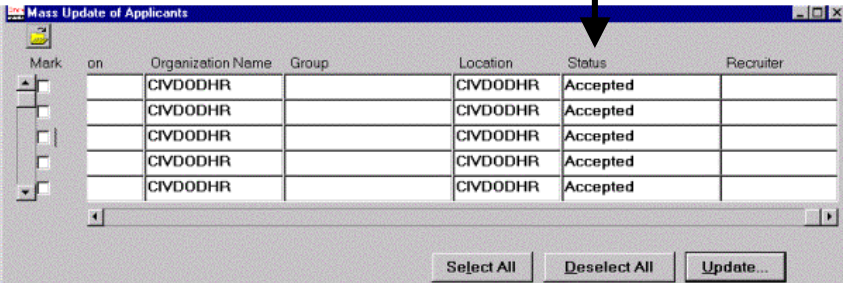
Mass Updating Applicants Follow these steps to mass update applicants.

Step	Action
1	<p>On the Navigation List → <i>People</i> → <i>Recruitment</i> → <Open>. The Mass Update of Applicants Window displays.</p> 
2	<p>Query (F8) in the Full Name Column. All applicants auto-populate. Select only those applicants that need to be updated.</p> <p> Note: You will see all applicants in the regional database, even though another user created them. Applicants are associated with CIVDODHR (Organization) and all users who can create applicants have the same view.</p> 

Continued on next page

Mass Updating NAF Applicants, Continued

Mass Updating Applicants (continued)

Step	Action
3	<p>Date Track to the Acceptance Date.</p> <ul style="list-style-type: none"> To update individual applicants, click the box under the “Mark” Column by each applicant and then click <Update>. To update all applicants use <Select All> and <Update>.
4	<p>Scroll to the right to view the remainder of the table and see the “Status” Column to verify the status changed to “Accepted.”</p> 
5	Close the window and Exit.
6	Reset the effective date to the current date.

Deleting or Purging a NAF Applicant

Introduction This section explains the steps for deleting applicants.

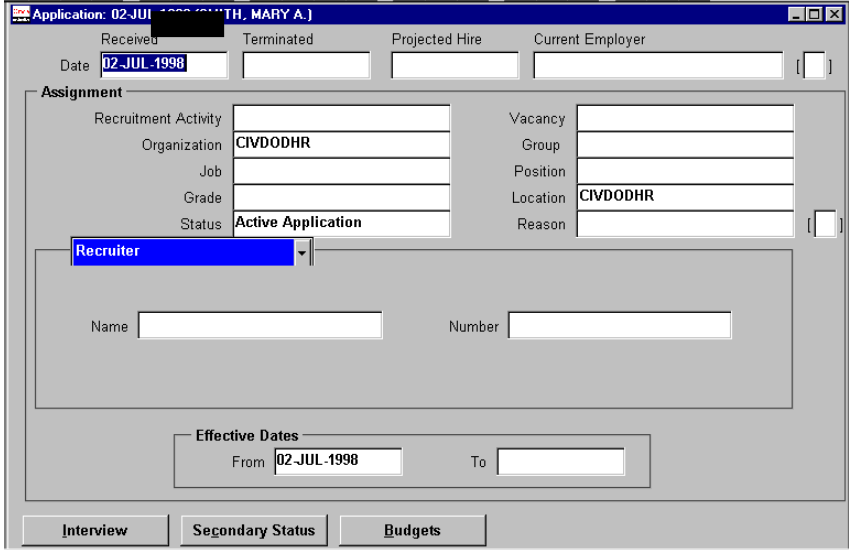

Deleting or Purging a NAF Applicant You can delete an “accepted” applicant using DateTrack or you can completely remove or "purge" an applicant from the database.

Step	Action
1	From the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open> . The Find Person Window displays. Query for the applicant. Click <Find> .
2	The People Window displays with the applicant data populated. Click <Others> .
3	The Navigation Options Window displays. Select <i>Application</i> from the list and click <OK> .

Continued on next page

Deleting or Purging a NAF Applicant, Continued

Deleting or Purging a NAF Applicant (continued)

Step	Action
4	<p>The Application Window displays with the applicant's name in the Title Bar. With your cursor in the From data field (Effective Dates Region), alter the effective date to the day <u>before</u> this date. For example, if the From date is 02-Jul-2001, DateTrack to 01-Jul-2001.</p> 
5	<p>Click the Delete Record  on the Toolbar.</p>

Continued on next page

Deleting or Purging a NAF Applicant, Continued

Deleting or Purging a NAF Applicant (continued)

Step	Action	
6	A popup dialog box displays asking if you are sure you want to delete this record. Click <Yes> .	
7	A decision box displays, asking if you want to choose: <Next> - to remove the next change, or <All> - to remove all scheduled changes, or <Purge> - to completely remove from the database.	
	To Remove Acceptance of the Applicant. 1. Click <Next> . This will remove acceptance of the applicant. 2. Click Save . 3. Reset the DateTrack date. 4. Close the Application Window . The People Window displays. 5. Click the Delete Record button on the Toolbar. 6. A Dialog Box displays, asking if you are sure you want to delete the record. Click <Yes> . 7. Click Save .	To Purge the Applicant Record. 1. Click <Purge> . This will remove the applicant from the database.